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Approved For Release 2000/08/21 : CIA-RDP33-02415A000600070050-2

25X1A6a

STANDARD OPERATING PROCEDURE
NUMBER 5-3005-1

15 July 1963

PREPARATION AND PUBLICATION OF DETACHMENT STANDARD OPERATING
PROCEDURES

1. PURPOSE: To outline standard procedures for the preparation and publication of Standard Operating Procedures (SOP's) at this base.
2. SCOPE: All Sections and/or personnel concerned with preparing SOP's.
3. PROCEDURES:
 - a. When an SOP is required, The Office of Primary Responsibility (OPR) will prepare it in draft form, following the format indicated in the attachment to this SOP, and forward it to the Administration Office for editing.
 - b. The Administration Office will edit the SOP for format, clarity, spelling, punctuation, etc., but will not make any substantive changes in content without the approval of the OPR. The Administration Office will then coordinate the SOP draft with other staff elements who may be concerned with the informational or instructional content of the SOP. Any comments, suggestions or disagreements will be referred to the OPR for resolution. The draft will then be forwarded to the Base Commander for his review.
 - c. After obtaining final coordination, the Administration Office will return the draft SOP to the OPR for final preparation on a ditto master. The ditto master will be signed by the senior representative of the OPR and forwarded to the Administration Office for final editing.
 - d. Following final editing of the ditto master, the Administration Office will forward it to the Base Commander for approval. After the Base Commander has signed the SOP, it will be returned to the Administration Office for insertion of the date of publication, run-off of copies and distribution.

This SOP supercedes Commander's Memo, subject: Policy Memo/SOP File, dated 26 February 1962.

OPR: DCS

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e. The Administration Office will be responsible for maintaining the base record copy of all SOP's and will revise the SOP Index periodically as required to permit Deputy Commanders to check the completeness of their SOP books. Each Deputy Commander is required to maintain a complete file of SOP's and will see that all of his personnel read the SOP's upon initially reporting to his section and review them every six months thereafter.

4. Each OPR is responsible for amending or rewriting their SOP's as required to **keep** them accurate and up-to-date.

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Deputy Commander for Support

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1 Atch
Sample Format

Atch 1
SOP 5-3005-1

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STANDARD OPERATING PROCEDURE

NUMBER (will be inserted by Admin Office)

(date will be inserted here
by Admin Office when published)

TITLE OF SOP WILL BE CENTERED ON THIS LINE

1. PURPOSE: Indicate the purpose or reason for the SOP.
2. SCOPE: Indicate to whom the SOP applies.
3. PROCEDURES: Outline detailed instruction in this paragraph.

a. Heading should begin six typing spaces from the top of the page and should be centered on the page.

b. SOP Number block will begin two spaces below the heading and will be placed flush with the left hand margin.

c. The title line will be two typing spaces below the SOP Number block and will be centered on the page.

d. The left hand margin should be fifteen typing spaces in from the left hand edge of the page. The right hand margin should be maintained as nearly as possible to one inch from the right hand edge of the page.

e. First sub-paragraphs, such as this one, should be indented four spaces from the left hand margin.

(1) Second sub-paragraphs, such as this one, should be indented eight spaces from the left hand margin.

(a) Third sub-paragraphs, such as this one, should be indented twelve spaces from the left hand margin. The use of third sub-paragraphs should be avoided whenever possible.

Supersession line goes here, three spaces below text

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SOP 5-3005-1

f. The signature line of the senior representative of the OPR should be one space to the right of the center of the page, five spaces below the last line of the text.

g. The word "APPROVED" should be typed two spaces below the OPR signature line, flush with the left hand margin.

h. The Commander's signature block should begin four spaces below the "APPROVED" line, flush with the left hand margin.

4. GENERAL: Informative text may be placed in this paragraph; additional paragraphs, appropriately titled, may be used as required.

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Deputy Commander for Support

APPROVED:

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Colonel USAF
Commander

Atch line goes here, number them.